

Enclosure to CQA(ME), Pune letter No. CQA(ME)/ 8085/DR/2013-14/2015-16
dated: 09/04/2019

DRAFT ADVERTISEMENT

**Government of India
Ministry of Defence
Department of Defence Production
Directorate General of Quality Assurance
Controllerate of Quality Assurance (Military Explosives),
Aundh Road, Khadki, Pune - 411 020**

Applications are invited from Indian Nationals for direct recruitment of Meritorious Sportsperson under Sports Quota for the under mentioned post at Controllerate of Quality Assurance (Military Explosives), Aundh Road, Khadki, Pune – 411 020, Maharashtra.

Name of the post	Classification of Post	Scale of Pay (Pre-revised)	No of vacancies	Categories					Remarks
				UR	SC	ST	OBC	PWD	
Lower Division Clerk (LDC)	General Central Service, Group 'C' Non-Gazetted, Ministerial	Rs. 19900 (Level 2 Cell 1) as per VII CPC (Pre-revised Pay scale PB-1 Rs. 5200 – 20200 + Grade Pay Rs. 1900/-)	02 (Two) (Reserved for sportsman under Sports quota)	-	-	-	-	-	Sports Quota

Note :- The appointment to the above posts is temporary but likely to continue. The post carries All India Services Liability.

2. Eligibility Criteria for the posts :

Sr. No.	Name of the post	Educational Qualification
1	Lower Division Clerk	i) 12 th class or equivalent qualification from a recognized board or University ii) Skill Test norms on computer: English typing @ 35 words per minute; or Hindi @ 30 words per minute (Time allowed – 10 Minutes) (35 words per minute in English and 30 words per minute in Hindi correspond to 10,500 key depression per hour / 9000 key depression per hour on an average of 5 key for each word) Desirable iii) Basic Knowledge in Computer

Note:- It is not necessary that the sportsperson should qualify in typing skill test before appointment as clerk. But after appointment he / she should qualify in the typing skill test conducted by this Establishment. Failure to qualify in the prescribed typing skill test will result in adverse consequences as per the policy in vogue.

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3. **Age Limit :**

Between 18 – 27 years, relaxation in upper age limit upto 05 years for sportsperson belonging to General Category, 10 years for those sportsperson belonging to SC & ST category and 08 years for sportsperson belonging to OBC category as on the closing date of the receipt of application.

This relaxation will be available only to those sportspersons who satisfy all other eligibility conditions relating to educational qualification etc. and furnish a certificate from an authority prescribed at Para 4.3 below in enclosed format.

Note:- The age relaxation for Departmental candidates / Govt. employees will be admissible only he / she has rendered not less than three years regular service under Central Government.

4.1 Criteria for Meritorious Sportsmen: Following criteria which will qualify meritorious sportspersons for consideration for appointment as laid down in Deptt. of Pers & AR OM No. 14034/1/91-Estt(D) dated 04th Aug. 1980.

- (i) Sportsmen who have represented a State or the country in the National or International competition in any of the following games/sports given below at 4.2.
- (ii) Sportsmen who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the following sports/game given below at 4.2.
- (iii) Sportsmen who have represented the State Schools Teams in the National Sports/Games for Schools conducted by the All India School Games Federation in any of the following games/sports given below at 4.2.

4.2 Name of the Sports considered for recruitment for meritorious sportsperson will be restricted to any of these games only

- (1) Volleyball (2) Kabaddi (3) Football

4.3 List of authorities competent to award certificates on eligibility for recruitment of sportspersons in the order of following preference.

Sl. No.	Competition	Authority awarding certificate	Form in which certificate is to be attached
1.	International competition	Secretary of the National Federation of the game concerned	Form 1
2.	National competition	Secretary of the National Federation or Secretary of State Association of the game concerned.	Form 2
3.	Inter-University Tournaments	Dean of the Sports or other Officer in overall charge of Sports of the University concerned	Form 3
4.	National / Sports / Games for Schools	Director or Additional / Joint or Deputy Director in overall charge of sports / games for schools in the Directorate of Public Institutions / Education of State	Form 4
5.	Physical Efficiency Drive	Secretary or other Officer in overall charge of Physical Efficiency in the Min. of Education and Social Welfare, GOI	Form 5

5. **How to Apply:** Eligible candidates can apply in the format given below as **Appendix 'A'** neatly typed in English (In A4 size paper only) duly supported by the under mentioned documents **within 21 days** from the date of publication of advertisement in news papers.

6. **Documents to be attached with the application**

- (i) Attested copies of Proof of Date of Birth, (School Leaving Certificate or Matriculation Certificate or Birth Certificate),
- (ii) Attested copies of Qualifications certificates, Mark sheets in support of Educational Qualification.
- (iii) Attested copies of Certificates awarded by the authorities mentioned in Deptt of Pers & AR No. 14105/1/78-Estt(D) dated 04 Aug 1980 as given in **Annexure III** & in the Form prescribed vide OM No. 14105/1/78-Estt(D) dated 04 Aug 1980

7. Applications should be addressed to:

The Controller, Controllerate of Quality Assurance (Military Explosives), Aundh Road, Khadki, Pune - 411 020.

8. **Closing date for receipt of Applications** - Last date of receipt of application duly filled in along with Admit Card is **21 days** from the date of publication of the advertisement. In respect of applications sent only by post / speed post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti districts and Panji sub-division of Chamba district of Himanchal Pradesh, A&N Islands or Lakshadweep or abroad last date or receipt of application is **28 days** from the date of publication of the advertisement. The envelopes shall be subscribed with the name of the post, advertisement no. & date. Applications should be sent only by ordinary post / speed post. No applications will be received by hand. This organisation will not be responsible for late receipt of application due to postal delay.

9. **Place of work:** The Controller, Controllerate of Quality Assurance (Military Explosives) Aundh Road, Khadki, Pune - 411 020. (However selected candidates will be liable to serve anywhere in India).

10. **Crucial Date:** The crucial date for determining age limit shall be the closing date for receipt of applications (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul & Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)

11. **Date / Venue of Field Trials & Written Test:** Will be intimated to the candidates at a later date.

12. **Selection Process:-** The selection process will comprise of field trials in the respective games to ascertain the playing capability of the applicant. The **field trials** (skill test) will only be of qualifying nature. The **Written test** comprising of objective type multiple choice questions covering General Intelligence, English language, Quantitative Aptitude with General Awareness and based on educational qualification as mentioned in the above advertisement and knowledge required for the duties and job requirement of the post. Assessment will be done on the basis of marks obtained in the written test by the applicant who have qualified in the field trials. Based on the final results of the merit list, candidates will be offered appointment for the above post subject to Medical fitness and other formalities as per latest Govt. orders.

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The decision of appointing authority regarding mode of selection to the post and eligibility conditions of the applicants shall be final and binding. No correspondence will be entertained in this regard. Mere possession of the prescribed qualitative requirements does not entitle the candidate to be called for field trials / written test.

GENERAL INSTRUCTIONS

(Please read these instructions carefully before filling application form)

1. Recent colour passport size photograph should be pasted at places provided for in the application duly self attested.
2. Candidates should submit one self-addressed envelope (size 30 cms x 12 cms) affixed with postal stamp of Rs. 40/- and Call letter for written test (**Appx. 'B'**) in duplicate duly filled in should be enclosed with the application form for sending call letters.
3. Departmental candidates / Government employees should apply through proper channel and should submit NOC alongwith a certificate from their Head of Office that "No disciplinary / vigilance case is pending or is being contemplated against him / her nor is under currency of penalty".
4. Incomplete or unsigned application and applications received without photographs / attestation or without proper supporting certificates and received after due date will be summarily rejected.
5. New Contributory Pension Scheme / Policy for the above post will be applicable as per rules in vogue. The appointment of the above post are temporary but likely to continue.
6. Canvassing in any form will amount to outright disqualification and candidature of such candidates is liable to be summarily rejected.
7. No interviews will be conducted for the recruitment of the above post.
8. The recruitment process can be cancelled / postponed / suspended / terminated without any prior notice / without assigning any reasons at any stage.
9. No TA / DA will be admissible for appearing in the field trials / written test.
10. No Kits will be provided by the authority at the time of field trials.



(S.M. Wankhede)
P.Sc.O. / Dy. Controller
For Controller

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FORMAT OF APPLICATION
(To be filled in Block letters only)

Affix recent self
attested colour
passport size
photograph

To,

The Controller,
Controllerate of Quality Assurance (Military Explosives),
Govt. of India, Ministry of Defence (DGQA),
Aundh Road, **Khadki, PUNE – 411 020 (Maharashtra)**

Post applied for : _____

Advertisement No. and dated: _____

1. Name of the candidate (in block letters) :
2. Father's / Husband name :
3. Sex (Male / Female) :
4. Whether UR / SC / ST / OBC /PWD
(Attach attested certificate issued
by competent authority) :
5. Date of Birth (in Christian era)
(Attach attested copy of age proof certificate) :
6. Nationality and Religion :
7. Present postal address for communication
With Mobile No. :
8. Permanent address :
9. Educational qualification
(Matriculation and onwards)
(Attested copies of certificates to be enclosed)

Name of Examination	Name of Board / recognized Institute	Year of passing	Total percentage of marks obtained	Grade / Division
10 th class or equivalent				
12 th class or equivalent				

10. Name of the Games / Sports participated
(Attach copies of certificates and forms mentioned in Para 4.3 of advertisement above)

Name of competition / Tournament	Year of participation	Sports Award certificate in Form					Remarks / Achievement if any
		Form 1	Form 2	Form 3	Form 4	Form 5	

11. Work Experience, if any

Post held	Name of employer	From	To	Last salary drawn	Description of work

12. Details of attested copies of certificates / documents as a proof (Covering SI No. 4,5,8,9,10 &11 above).

DECLARATION

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected before or after test or at later stage, my candidature will stand cancelled and claim for the recruitment will stand forfeited and my services will be terminated without notice.

Date :

(Signature of the applicant)

Encl.:- (1) Attested copies of Educational Qualification / Sport award certificate in Forms (2) Attested copy of Date of Birth Certificate (3) Attested copy of Caste certificate (4) Self addressed envelope with Postal Stamps of Rs. 40/- (5) Call letter for written test in duplicate (Appendix 'B')

CALL LETTER FOR WRITTEN TEST

(On separate sheet of paper in double space)

(Call letter should be submitted in duplicate duly filled in Sl. No. 1 to 5 by the candidates)

1. Name of the Candidate (In block letters) :
2. Date of Birth :
3. Post applied for :
4. Full Correspondence Address
(with Mobile Number) :
5. Signature of the candidate :

(FOR OFFICE USE ONLY)

6. Your application has been considered and Roll No. is allotted as under and directed to report for field trials / written test as given below :-

7. Roll Number :
8. Field Trials :
 - (a) Date :
 - (b) Time :
 - (c) Venue :
9. Written Test :
 - (a) Date :
 - (b) Time :
 - (c) Venue :

Office Seal

(Signature of Officer)

Date:

Note :-

1. Candidates should bring original documents / certificates in support of information submitted in the application form on the date of field trials for verification, failing which will result in termination of participation in field trials.
2. Mobile phones are not permitted / allowed in Defence area during field trials / inside examination hall.

(For representing India in an International Competition in one of the recognized Games /Sports)

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF _____

Certificate to a meritorious sportsman for employment to Group C & D Service under the Central Government.

Certified that Shri/Smt./Kumari _____ Son/Wife/Daughter of Shri. _____ resident of _____ (complete address) represented the Country in the game / event of _____ in _____ Competition / Tournament held at _____ from _____ to _____.

The position obtained by the individual / team in the above said Competition / Tournament was _____.

The Certificate is being given on the basis of record available in the office of National Federation / National Association of _____.

Place : _____

Date : _____

Signature _____

Name _____

Designation _____

Name of the Federation /National

Association _____

Address _____

Seal _____

Note :- This certificate will be valid only when signed personally by the Secretary, National Federation / National Association.

(For representing a State in India in a National Competition in one of the recognized Games / Sports)

STATE ASSOCIATION OF _____ IN THE GAME OF _____

Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government.

Certified that Shri/Smt./Kumari _____ son/wife/daughter of Shri. _____ resident of _____ (complete address) represented the State of _____ in the game / event of _____ in the National Competition / Tournament held at _____ from _____ to _____.

The position obtained by the individual / team in the above said Competition / Tournament was _____.

The certificate is being given on the basis of record available in the office of The State Association of _____.

Place : _____

Date : _____

Signature _____

Name _____

Designation _____

Name of the State Association _____

Address _____

Seal _____

Note :- This certificate will be valid only when signed personally by the Secretary of the State Association.

(For representing a University in the Inter University Competition in one of the recognized Games / Sports)

UNIVERSITY OF _____

Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government.

Certified that Shri/Smt./Kumari _____ Son/Wife/Daughter of Shri. _____ resident of _____ (complete address) student of _____ represented the University of _____ in the game / event of _____ in Inter University Competition / Tournament held at _____ from _____ to _____.

The position obtained by the individual / team in the above said competition / tournament was _____.

The certificate is being given on the basis of records available in the office of Dean of Sports or Officer in overall charge of sports in the University of _____.

Place : _____
Date : _____

Signature _____
Name _____
Designation _____
Name of University _____
Address _____
Seal _____

Note :- This Certificate will be valid only when signed personally by the Dean / Director or other Officer in overall charge of sports in the University of _____.

(For representing a State School Team in the National Games for School in one of the recognized Games / Sports)

DIRECTORATE OF PUBLIC INSTRUCTIONS / EDUCATION OF THE STATE OF _____

Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government.

Certified that Shri/Kumari _____ son/daughter of Shri. _____ resident of _____ (complete address) student of _____ represented the _____ State School Team in the game / even of _____ in the National Games for Schools held at _____ from _____ to _____.

The position obtained by the individual / team in the above said Competition / Tournament was _____.

The certificate is being given on the basis of records available in the office of Directorate of Public Instructions / Education of _____.

Place : _____
Date : _____

Signature _____
Name _____
Designation _____
Address _____
Seal _____

Note :- This certificate will be valid only when signed personally by Director or Additional / Joint or Deputy Director in overall charge of sports / games for Schools in the Directorate of public Instruction / Education of the State.

(For the awardees in Physical Efficiency performance conducted by the Ministry of Education and Social Welfare)

GOVERNMENT OF INDIA / MINISTRY OF EDUCATION AND SOCIAL WELFARE

Certificate to a meritorious sportsman for employment to a Group C & D posts / service under the Central Government.

Certified that Shri/Kumari _____ son/daughter of Shri. _____ resident of _____ (complete address) represented the _____ School Team in the game / event of _____ in at the National Competition held at _____ from _____ to _____.

The certificate is being given on the basis of records available in the Ministry of Education and Social Welfare.

Place : _____

Date : _____

Signature _____

Name _____

Designation _____

Address _____

Seal _____

Note :- This certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

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